



Kansas Health Policy Authority Operational Policy

Title: Software Acquisition and Maintenance Policy

Number: POL-IT:2007-09

Effective date: November 9, 2007

Date Revised: None

Date of Annual Review: December 15, 2008

Authority: POL-IT:2007-01

CATEGORY

Information Technology

SUBJECT

Software acquisition

BACKGROUND

Information technology best practice is to have organization policies that support information technology business decisions. Many factors are considered when purchasing software for an organization such as business needs, risk mitigation, financial impact, and maintenance planning.

When software is developed, modified or purchased, testing must be completed to ensure no adverse impact is created within a network or among computer systems. If there are adverse impacts, a resolution must be found to mitigate the impact before the software is installed. When software is acquisitioned, software must be evaluated to determine that the software capabilities meet the needs of all business requirements. Therefore, the software version being implemented, purchased, or maintained may not be the most current version. From an operational perspective, it is best practice to maintain software versions at the most current upgrade so that support contracts can be purchased.

POLICY STATEMENT

The Kansas Health Policy Authority (KHPA) must keep an inventory of all software used within the agency for the purpose of purchasing adequate software licenses.

KHPA must perform an inventory audit of all software used by the agency on an annual basis, at minimum. Any unauthorized software identified on KHPA computers or servers will be removed. No software may be installed on KHPA computers or servers without the authorization of the KHPA Information Systems Director.

The KHPA Information System Director is responsible for ensuring that compatibility and software integration factors are considered when software is implemented.

The KHPA Information System Director must evaluate the current levels of software versions to ensure the software is stable and reliable before implementing.

SPONSOR/CONTACT

Chief Operations Officer